

TEMPORARY ADDITIONAL DUTY REQUEST				DATE OF REQUEST:	
PERMANENT DUTY STATION:			REASON FOR TRAVEL: <small>SCHOOL COURSE NUMBER (IF APPLICABLE): _____</small> <small>SCHOOL QUOTA HAS BEEN REQUESTED (IF APPLICABLE): NO ____ YES ____</small>		
NAME (LAST, FIRST, MI)	SSN	RATE/RANK	DESIG	MBR PRD	
ORIGIN: _____		COMMENCE TRAVEL:	DATE OF RETURN:		TOTAL DAYS:
DESTINATION (LOCATION & COMMAND): _____					
MODE OF TRANSPORTATION (CIRCLE ONE) MIL AIR/GOV VEH/COM AIR/POV	RENTAL CAR NEEDED: NO ____ YES ____	DO YOU HAVE A GOVERNMENT VISA? NO ____ YES ____ UNIT APC: _____		DESIRED FLIGHT TIME: DEP _____ RTN _____	
GOVERNMENT QUARTERS AVAILABLE: YES ____ NO ____ GOVERNMENT MESSING AVAILABLE: YES ____ NO ____ GOVERNMENT NON-AVAILABILITY CERTIFICATION NUMBER (CNA): _____ REMARKS/ADDITIONAL INSTRUCTIONS: _____ _____ _____					
ESTIMATED COST					
PER DIEM \$ _____	TRANSPORTATION \$ _____	MISC. EXP \$ _____	RENTAL CAR \$ _____	TOTAL \$ _____	AUTH ADVANCES \$ _____
UNIT COMMANDING OFFICER'S ENDORSEMENT					
(APPROVED) (DISSAPPROVED): _____ DATE: _____					
FOR NAVAL COASTAL WARFARE GROUP ONE:					
ENDORSEMENT: (COGNIZANT DEPT ONLY) DEPT HEAD _____ AGENCY PROG COORD (APC) _____ N7 _____ TRNG/SCHOOLS COORD _____ APPROVED FOR PROCESSING: _____ RETURNED TO ORIGINATOR: _____ REMARKS: _____					
FUNDING AVAILABILITY: NO ____ YES ____ BUDLINE: _____ REMARKS: _____ _____ SUPPO: _____ DATE: _____			FINAL APPROVAL: NO ____ YES ____ _____ CHIEF STAFF OFFICER DATE		